

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **TRANSPORTATION CLERK**

Jurisdictional Class: **Competitive**
Date Adopted: **Dec. 21, 1993 as Transportation Clerk--OFA**
Date Revised: **12/1/97, 3/22/99; 6/9/04**
Jurisdictions: **County, Schools**
Union Status: **County -- CSEA**
Pay Grade: **County -- 6**

DISTINGUISHING FEATURES OF THE CLASS: A Transportation Clerk performs clerical and receptionist duties in a transportation department. Much of the work is repetitive and follows an established routine. Incumbents work under direct supervision and help managers meet transportation program goals and objectives and comply with legal and agency requirements. The class is distinguished from that of clerk by requiring knowledge of specialized procedures, terminology and legal requirements. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Maintains driver activity and training records and vehicle use, inspection, insurance and maintenance records;
Maintains fiscal records, inventories and driver schedules;
Maintains passenger lists, routes and schedules;
Assists in maintaining safe vehicle and pedestrian traffic flow during boarding and discharge periods;
Uses telephone and radio to dispatch vehicles;
Answers inquires and questions about routes and schedules.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of the laws and regulations pertaining to the operation of buses, bus safety practices and transportation needs; ability to keep records and communicate clearly both verbally and in writing; ability to enter data in a personal computer. Tact, courtesy and dependability.

MINIMUM QUALIFICATIONS:

High school diploma or equivalency **AND:**

- (A) One (1) year of experience in maintaining business records, **OR**
- (B) One (1) year of experience in a vehicle fleet office position **OR**
- (C) One (1) year of experience as a school bus driver, **OR**
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and/or (C).

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.